Grant Application Instructions, Checklist and Guidance
FY 2015 Kentucky Office of Homeland Security Grant Program

- The Kentucky Office of Homeland Security Grant Application can be accessed online at http://kohs.ky.gov/
- All applications must comply with the published state and federal criteria.
- Only eligible applicants may apply for HSGP funds. Eligible applicants include units of government: city or county governments, area development districts, merged units of government, and public universities.
- The lead applicant is responsible for grant funds and administration including, but not limited to, assurances and audit requirement, maintenance, and records.
- All applicants must be NIMS compliant.
- All applicants must have an eClearinghouse review.
- An agency may submit multiple applications; however, each application **must** contain **only one project** and reflect **only one funding category**. **Please consider your community's most critical need when applying for these limited funds.**

<p style="color:red; text-align:center;">All applications MUST be submitted by July 10, 2015</p>

Checklist

A complete application submission must contain the following:
- **Cover:** Basic information
- **Section I:** Strategy-addressing each bullet point
- **Section II:** Project Specifics-Choose which category your project best fits and complete that section
- **Section III:** Budget- address each bullet point
- **Section IV:** Total Estimated Cost
- **Section V:** Historical Funding
- **Section VI:** Completed Application Print Page with authorized official signature page
- **Attachments**-Be sure all required attachments are attached with your application
  - Three (3) equipment quotes
  - City/County/District resolution with adoption of Kentucky Procurement Policy
  - KWIEC application (communications)
  - eClearinghouse – submitted and received SAI number
  - Mutual Aid Agreement with KSP
  - Optional attachments such as partnering agency letters of commitment

> **All copies of the application should be stapled. Do not submit the application in binder, plastic covers or bound in any way.**

Please send the original and five (5) hard copies of the completed grant application to:

Kentucky Office of Homeland Security
Attention: Grants Department
200 Mero Street
Frankfort, KY 40622

For questions regarding the application, please contact:
Tammy Stipes at 502-564-2081

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Category Selection Guidance

Listed below are the categories available for funding and examples of items that may be included within each category, but are not limited to only these examples. Please use the below information to ensure that you are choosing the correct category for your project's application.

We have indicated which of the below project types require an environmental review by placing "**EHP**" beside them. <u>No EHP documents are required to apply for initial funding of your project.</u> **If approved, an EHP must be completed.**

Communications
Radio equipment
Narrowbanding equipment
Infrastructure equipment (voters, repeaters, antennas, microwave links, towers) - **EHP**
911 equipment
Alert Systems - EHP

Radio equipment, narrowbanding equipment, infrastructure equipment and some 911 equipment will require a KWIEC review and approval. Please include a copy of the KWIEC application. You may apply for KWIEC approval at www.kwiec.ky.gov

Critical Infrastructure Protection Project
Power equipment (generators) **- EHP**
Physical security enhancement equipment **– EHP**
Cyber security enhancement equipment/software –biometric user authentication, software encryption for networks, data transmission encryption for networks, forensic software for computer-related crimes, malware software protection and network firewalls, intrusion detection and prevention software, network vulnerability scanning

First Responder Equipment
Personal Protective equipment (PPE)
Detection equipment
CBRNE equipment
Search and Rescue equipment
Explosive Device Mitigation & Remediation equipment
Decontamination equipment
Medical equipment

eClearinghouse
All applicants must have an eClearinghouse review. All federal applications are subject to EO 12372 Intergovernmental Review Process unless the application specifically states not subject to EO 12372. Go to the link at https://kydlgweb.ky.gov/FederalGrants/eClearinghouse.cfm for instructions.